



## **MUSKEGON BOARD OF CIVIL SERVICE COMMISSIONERS**

### **Regular Meeting Minutes**

**Wednesday, January 7, 2004**

**4:00 P.M., Room 107**

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#### **I. CALL TO ORDER**

The meeting was called to order by Vice-President/Commissioner Ray Murdaugh at 4:10 p.m. Also present were Commissioner Floyd DeForest, Civil Service Personnel Director Karen Scholle, DPW Deputy Director Mohammed Al-Shatel, Firefighters Jim Mathews, Darric Roesler, and William Weipert. Commission President Deborah Smith joined the meeting at 4:21 p.m.

#### **II. MINUTES**

**Motion by DeForest, support by Murdaugh, to approve the minutes from the December 10, 2003 regular Civil Service Commission meeting as written.**

**VOTE: Two yeas; zero nays. Motion carried.**

#### **III. ACTION AGENDA**

**A. Request to Extend Fire Lieutenant Promotional List & Request to Not Extend Fire Lieutenant Promotional List**

Discussion took place regarding the pros and cons of extending the Fire Lieutenant eligibility list.

Firefighter William Weipert, who submitted a request to the CSC to extend the Fire Lieutenant promotional list, stated that he felt that extending the list was a good idea in that it would save the City the expense of conducting a new recruitment, considering that it costs nothing to extend the list. Mr. Weipert acknowledged that he is the next person up for promotion of the Fire Lieutenant eligibility list, which expired on December 6, 2003.

Firefighter Darric Roesler, who submitted a request to the CSC to *not* extend the Fire Lieutenant promotional list, indicated that while he, too, placed on the most recent Fire Lieutenant promotional list, it is his desire to have the opportunity to retest should a lieutenant's position become available. He further indicated that the last lieutenant promotion was to a non-existent vacancy as the department allocates six position slots for lieutenants but now actually has seven lieutenants.

Firefighter Jim Mathews supported the issue of *not* extending the Fire Lieutenant promotional list, in support of the request submitted by Firefighter Darric Roesler to not extend the list. Mr. Mathews indicated that there currently was no Lieutenant's position available and that he favored allowing all interested candidates to test again at the time an opening occurs.

**Motion by Murdaugh, support by Smith, to not extend the Fire Lieutenant's eligibility list.**

**VOTE: Three yeas; zero nays. Motion carried.**

B. Request for Military Leave of Absence

Police Sergeant Charles Flynn, an Army reservist, was called up for active duty in Iraq. While the proper leave request form was not submitted, because Sgt. Flynn is obligated to serve as well as the City being required to allow such leave, the CSC accepted a copy of Sgt. Flynn's orders in lieu of the generally accepted paperwork.

**Motion by DeForest, support by Murdaugh, to grant a military leave of absence for Police Sgt. Charles Flynn, per his orders.**

**VOTE: Three yeas, zero nays. Motion carried.**

C. Superintendents of Public Works and Public Utilities

DPW Deputy Director/City Engineer Mohammed Al-Shatel addressed the CSC, requesting that the Commission grant a 90-day extension for the trial period of the Superintendents of Public Works and Public Utilities. Mr. Al-Shatel indicated that he needs additional time to evaluate the positions with regard to the different seasons' work needs.

**Motion by –Smith, support by DeForest, to waive the CSC rules and regulations and grant a 90-day extension to the trial period for the positions of Superintendent of Public Works and Superintendent of Public Utilities.**

**VOTE: Three yeas; zero nays. Motion carried.**

**IV. CIVIL SERVICE PERSONNEL DIRECTOR'S REPORT**

A. Update on City Staffing/Reduction in Force

Layoffs of non-union personnel were effective 12/31/03. Of those affected, one took voluntary layoff, and two were bumped from their positions to layoff status. A total of six employees currently are laid-off.

B. Unauthorized Absence Policy

Per the City attorney's opinion, revisions need to be made to the policy.

C. Supervisory Performance Evaluation Training

DPW and Leisure Service supervisory performance evaluation training is set for January 16 at Baker College. Mitzi Taylor of Not-So-Basic Training will conduct the session, with expenses to be pro-rated by departmental participation.

**V. STATUS OF RECRUITMENTS**

A. Assistant City Engineer: No change; no information from DPW hiring authority.

B. City Seasonals 2003: The year ended with 279 seasonal applicants.

C. City Seasonals 2004: Seasonal applications now accepted for 2004.

D. Customer Service Representative I: Ninety-seven applications on file.

E. Customer Service Representative II: Sixty-four applications on file.

F. Fire Battalion Chief: Written testing scheduled for 2/3/04 for two candidates.

G. Firefighter 2003: Written and oral exams complete; candidate rankings assigned.

H. Firefighter 2004: Forty-six application on file.

I. Fire Inspector: Written exam scheduled for 1/5/04 for seven candidates.

J. Police Officer 2004: There are 120 applications on file.

K. Police Sergeant: Officer Jon Baker promoted to this position effective 1/4/04.

L. Water Plant Operator: Three promotional applications received.

**VI. APPOINTMENTS**

**A. New Appointments**

**Permanent**

Lowell Kirksey, Administrative Secretary – Civil Service, (*layoff from Youth Recreation Coordinator*) 12/31/03.

**Seasonal/Part Time**

Crystal Meyer, Lifeguard, 11/8/03.

Marcus Schillaci, Lifeguard, 11/8/03.

**B. Promotions:**

**Permanent Employees**

**Seasonal/Part Time**

**C. Transfers**

**Permanent Employees**

**Seasonal/Part Time**

**D. Reclassifications**

**Permanent Employees**

**Seasonal Employees**

**E. Temporary Assignments**

**Permanent Employees**

Arthur Backstrom, Acting Fire Captain, 12/21/03.

Ken Chudy, Acting Fire Chief, 12/15/03

**Seasonal/Part Time**

**VII. DISCIPLINARY ACTIONS**

**A. Warning Letters**

**Permanent Employees**

Jon Baker Jr., Police Sergeant, Group 1 violation, 1st offense, 12/19/03.

Edward Peabody, Water Plant Operator, Group 1 violation, 1st offense, 12/19/03.

**Seasonal/Part Time**

**B. Suspensions**

**Permanent Employees**

Joseph Bishop, Equipment Operator, one-day suspension, unserved, for  
Group 1 violation, 2nd offense, 11/25/03.

**Seasonal/Part Time**

**C. Terminations**

**Permanent Employees**

**Seasonal/Part Time**

**VIII. SEPARATIONS**

**A. Resignations**

**Permanent Employees**

**Seasonal/Part Time**

**B. Job Terminations**

**Permanent Employees**

**Seasonal/Part Time**

**C. Other**

**Retirements**

**Permanent Employees**

Orlando Riley, Police Officer, 12/16/03

**Leave of Absence**

Bernadette Young, Supervisor Parks, Leave of Absence, 12/02/03

**Layoffs (Permanent Employees)**

Samantha Ferguson, CSR I/Planning – Part Time, 12/31/03.

Joel Fitzpatrick, Business Development Specialist, 12/31/03.

Lowell Kirksey, Youth Recreation Coordinator, (*bumped to Administrative Secretary – Civil Service*), 12/31/03.

Donna Mayol, Administrative Secretary, 12/31/03.

**IX. OTHER PERSONNEL ACTIONS**

**A. Certificates of Training Excellence**

**Lead Contractor/Supervisor Refresher Training.**

Marc Johnson, Housing Rehab Inspector, 12/11/2003.

**B. Letters of Commendation**

Scott Anderson, Police Officer, received a letter via Anthony Kleibecker, Police Chief, from Dr. Kimberly A. Arsenault, Supervisor of Special Ed. Northeast Education Center, commending Officer Anderson for his professionalism and skill in dealing with emotionally impaired students, 11/13/03.

Glen Berry, Police Officer, received a letter of congratulations from Anthony Kleibecker, Police Chief, for his assistance to a fellow officer, life-saving actions to the victim of an assault, and apprehension of the perpetrator, 12/6/03.

Adam Dent, Police Officer, letter of congratulations from Police Chief Kleibecker for his effective investigation resulting in recovering of narcotics, a sizeable amount of money and recovery of a handgun, 12/6/03.

Kurt Dykman, Police Officer, received a letter of congratulations from Anthony Kleibecker, Police Chief, for his assistance to a fellow officer, life-saving actions to the victim of an assault, and apprehension of the perpetrator, 12/6/03.

Michael Lamsma, Police Officer, received a letter via Anthony Kleibecker, Police Chief, from Citizen Ray Hargett, commending Officer Lamsma for his timely, professional and courteous handling of a traffic incident, 11/12/03.

Karen Scholle, Civil Service Director, received a letter of thanks for her valuable experience and expertise at the Futures 2003 Transition Conference, 11/18/03.

James Schultz, Police Officer, received a letter of congratulations from Anthony Kleibecker, Police Chief, for his assistance to a fellow officer, life-saving actions to the victim of an assault, and apprehension of the perpetrator, 12/6/03.

**C. Reassignment of Duties**

**X. OTHER BUSINESS**

A. Expenditure for Manpower Temporary Services, Office Services only, 1 temp employee, \$518.65 for Month of November 2003.

B. No expenditure for Kelly Temporary Services for November 2003.

**XI. ADJOURNMENT**

With no other business to attend to, the meeting adjourned at 4:44 p.m.

Submitted by Karen Scholle, Civil Service Personnel Director

The City will provide necessary appropriate auxiliary aids and services, to individuals with disabilities who want to attend the meeting, upon 24-hour notice to the City of Muskegon. Please contact 933 Terrace Street, Muskegon, MI 49443 or by calling (231) 724-6716 (voice) or (TDD) (231) 724-6773.

(01 04 CSC Minutes)